

2013 SAD Training

# FYE Dates and Reminders

For Fiscal Year 2013

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# June 2013 Dates

Date	Responsible Party	Activity
June 26 @ noon	Agency	Last day to submit Warrant Cancellations for FY13 vouchers
June 27 @ 2:00 pm	Agency	Last day to sell STIP. BOI memo is expected to be released on June 20 <sup>th</sup>
June 28 @ 5:00 pm	Agency	Last day to deposit FY13 money <ul style="list-style-type: none"><li>• State Treasury open until 5:00</li><li>• If you are depositing money with an outside bank be sure to inquire on the latest time a deposit can be made to be credited that same day</li></ul>

## July 2013 Dates (cont.)

Date	Responsible Party	Activity
July 1	Agency	May begin submitting FY14 entries
July 15 <b>@ noon</b>	Agency	Last day to submit Vendor forms to be used in FY13
July 15	Agency	Last day to process transactions in modules: <ul style="list-style-type: none"><li>• Accounts Payable (AP)</li><li>• Accounts Receivable (AR)</li><li>• Asset Management (AM)</li></ul>

## July 2013 Dates (cont.)

Date	Responsible Party	Activity
July 15	Agency	Strongly recommended that the last day to initiate IU Journals, note IUJs with DPHHS must be complete by the 9th
July 16	Agency	Last day to submit A-Accrual Carry-forward letters to SAD
July 22 @ <b>noon</b>	Agency	Last day for processing FY13 BCD's by OBPP

# July 2013 Dates (cont.)

Date	Responsible Party	Activity
July 24	Agency	Last day to process adjusting/correcting journal entries in GL module
July 24	Agency	Last day to eliminate negative cash balances in all funds
July 25	SAD/Agency	Correct outstanding errors and run FY13 closing process Every agency must have staff available during the closing process

# SABHRS Mid-Month Reports

- There will not be SABHRS mid-month reports during FYE or any other time
- More details regarding RDS report alternatives to follow

# Human Resource and Payroll

- Please review the fiscal yearend information found on the following webpage:
  - <https://mine.mt.gov/documentation/sabhrs/hr/new/yearend.mcp>

# SABHRS FYE Default Dates

Module	Period	Default Accounting Date
Accounts Payable	July 1 <sup>st</sup> – July 15 <sup>th</sup>	June 30, 2013
	Starting July 16 <sup>th</sup>	Current Date
Accounts Receivable	Starting July 1 <sup>st</sup>	Current Date
Asset Management	July 1 <sup>st</sup> – July 15 <sup>th</sup>	June 30, 2013
	Starting July 16 <sup>th</sup>	Current Date
General Ledger	July 1 <sup>st</sup> – July 24 <sup>th</sup>	June 30, 2013
	Starting July 25 <sup>th</sup>	Current Date



# Accounts Receivable

- Accounting Date on Totals Page **must match** Accounting Date on Payments Page...

Totals Deposit Reference Payments

Unit: 61010 Deposit ID: NEXT

\*Accounting Date: 04/25/2013

\*Bank Code: [ ]

\*Bank Account: [ ]

\*Deposit Type: [ ]

Totals Deposit Reference Payments

Unit: 61010 Deposit ID: NEXT Date: 04/25/2013 Balance: Not Balanced

Payment Information

Payment Seq: [ ] \*Payment ID: [ ] \*Accounting Date: 04/25/2013

Amount: 0.00 Currency: USD

Rate Type: CRRNT Exchange Rate: [ ]

☐ Payment Predictor ☐ Journal Directly ☐ Range of References

# Asset Management

- Transaction Date **must be changed to match** the In-Service Acquisition Date...

Cost / Asset Information

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**Asset Information**

Unit:	61010	Asset ID:	NEXT
Profile ID:		Trans Date:	04/25/2013
Description:		Acctg Date:	04/25/2013
Location:		Trans Code:	
Tag Number:		Currency:	USD
	<input type="checkbox"/> Accum Depr in Current Pd	Rate Type:	CRRNT

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**Asset Cost Information**

Book Name	Quantity	Cost	Salvage
STATE	1.0000	0.00 USD	0.00 USD
Category	Cost Type	Accum Depr	YTD Depr
		0.00	0.00 USD

Default Profile

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**Chartfields**

Fund	Org	Program	Sub-Class	Project	ChartField 1	ChartField 2	ChartField 3

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**Asset Additional Information**

Asset Type:		Seq #:	
Asset Subtype:			
CAP #:			
Serial ID:			
Asset Class:			
Asset Status:	In Service		
FERC Code:			
Acquisition Date:	04/25/2013		
*Acquisition Code:	Purchased		
Collateral Asset:			
Parent/Child:	None	Parent ID:	

[Set R and D Info...](#)

[Hazardous Code Info...](#)

☐ Hazardous Asset

☐ Taggable Asset

☐ Capitalized Asset

☐ Composite Asset

# Asset Management (cont.)

- Modifications of status fields, such as location, on existing assets cannot be done until after July 16<sup>th</sup>
- Strongly recommended that FY14 capital assets are added after AM FY13 closing is complete

# General Ledger

- ◉ Do not create reversing entries during FYE
  - ◉ Journals with June 30<sup>th</sup> date set to automatically reverse will do so on July 1<sup>st</sup>
- ◉ Speedcharts
  - ◉ SABHRS automatically adds one year to the program code on or around July 1<sup>st</sup>
  - ◉ Other changes (add, modify, delete) will be done on or around July 17<sup>th</sup>


# Clearing Accounts

- Must have a zero balance in both the Actuals and Entitywide Ledger
- Detailed list of accounts in MOM Policy 375
- Examples include:
  - 1823 Due from
  - 2558 Due to
  - 2506 Uncleared Collections

# Zero Balance Accounts

- Must have a zero balance when both the Actuals and Entitywide Ledgers are combined
- Detailed list of accounts in MOM Policy 375
- Primarily deals with capital assets and debt

# Unusual Account Balances

- Accounts with a balance opposite of their normal balance
  - Fund Equity accounts with a debit balance
  - Asset accounts with a credit balance
  - Liability accounts with a debt balance
- Reports will be sent to agencies to review
- Unusual balance  Incorrect balance

# Procard GL Journals

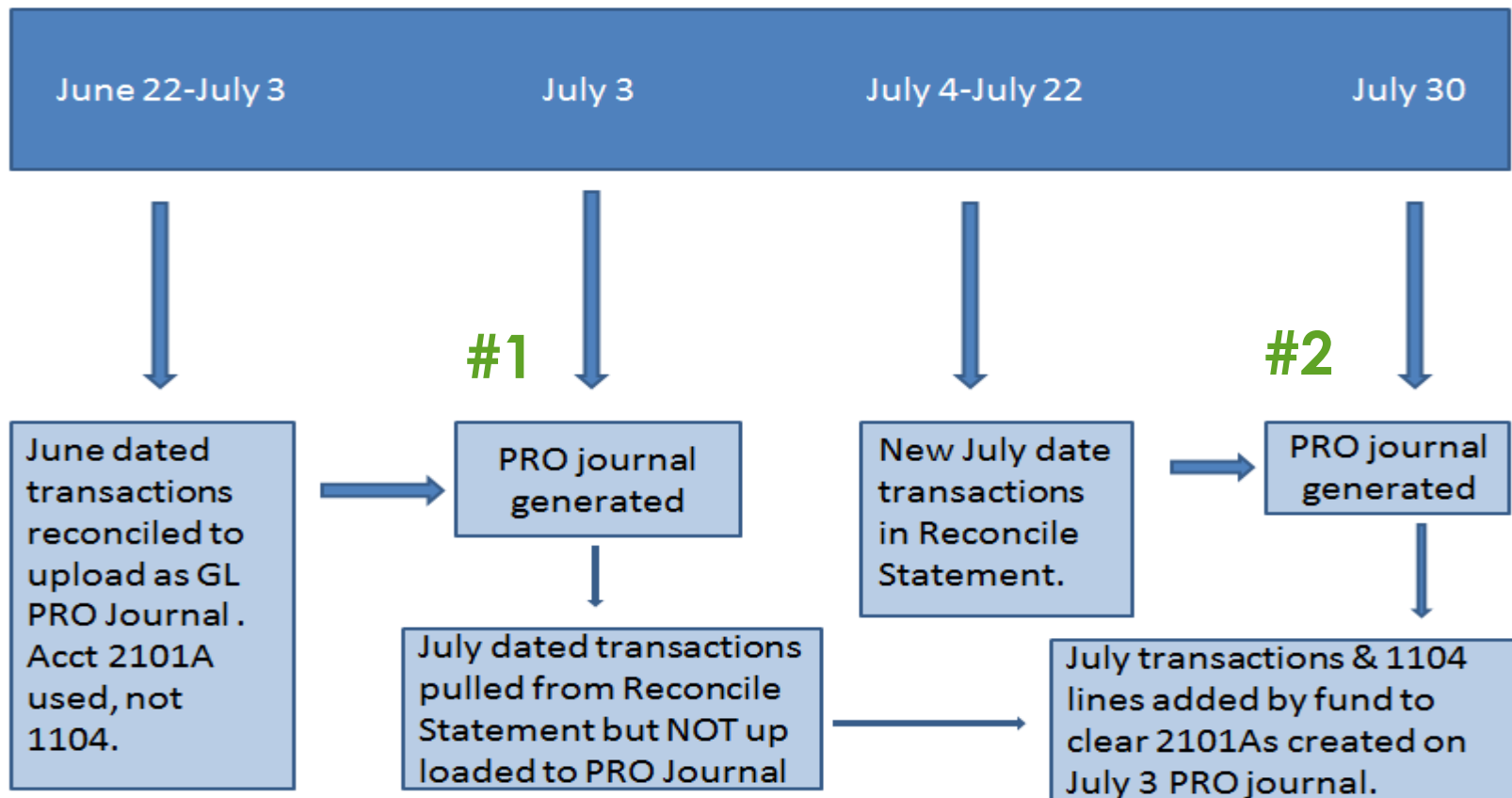
- SABHRS auto generated PRO journal #1
  - July 3<sup>rd</sup> journal
    - Includes all June dated transactions
    - Account 2101A used in place of 1104
    - July dated transactions are removed from Reconcile Statement but NOT included on this PRO journal



# Procard GL Journals (cont.)

- SABHRS auto generated PRO journal #2
  - July 30<sup>th</sup> Journal
    - Includes remainder of July 22<sup>nd</sup> cycle end transactions currently in Reconcile Statement not previously included on the July 3<sup>rd</sup> PRO journal
    - Account 1104 lines are to be added by agency
      - This reverses the liability created with the PRO journal generated on July 3<sup>rd</sup>

# FYE Procard Flowchart



# SABHRS Financials Hours

- Monday thru Friday
  - 6:00 am to 8:00 pm
- Saturday
  - 11:00 am to 9:00 pm
- Sunday
  - 6:00 am to 9:00 pm
  - Regularly scheduled maintenance on the 3<sup>rd</sup> Sunday of each month has been moved to the 4<sup>th</sup> Sunday in July

# SABHRS Financials Contacts

- GL, AR, AM Modules
  - 444-4681
  - [Saccounting@mt.gov](mailto:Saccounting@mt.gov)
- AP Module
  - 444-3092
  - 444-2812 Fax